



DEPARTMENT OF THE NAVY
NAVY PERSONNEL COMMAND
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000

NAVPERSCOMINST 5350.1
PERS-00M
26 JUL 2010

NAVPERSCOM INSTRUCTION 5350.1

Subj: URINALYSIS TESTING PROGRAM

Ref: (a) OPNAVINST 5350.4D

1. Purpose. To establish procedures for the command urinalysis testing program and meet the requirements of reference (a). This instruction applies to all military personnel assigned to Bureau of Naval Personnel (BUPERS), Millington and Navy Personnel Command (NAVPERSCOM).

2. Discussion. The Navy has zero tolerance for drug abuse. The main objectives of the urinalysis program are to:

a. Establish a valid and reliable means for inspecting personnel to assess the command's readiness and to carry out its assigned mission;

b. Serve as a strong deterrent against drug abuse; and

c. Provide statistical data and demographics on the prevalence of drug abuse.

3. Objective. To detect and deter drug abuse, and to provide precise instructions concerning urinalysis testing procedures onboard.

4. Responsibilities

a. Command primary and secondary urinalysis coordinators will manage and supervise the command's urinalysis testing program.

b. Urinalysis Program Coordinators (UPC) will:

(1) Be appointed in writing by NAVPERSCOM, Commanding Officer (CO) (PERS-00EA). The UPC cannot be the Drug and Alcohol Program Advisor (DAPA);

(2) Coordinate the command's urinalysis testing program per reference (a);

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(3) Submit a monthly report including the percentage of personnel tested and number of positive results received to the NAVPERSCOM (PERS-00EA), NAVPERSCOM (PERS-00DEA), Executive Officer (XO), NAVPERSCOM, Office of Legal Counsel (PERS-00J), NAVPERSCOM (PERS-00M), Force Master Chief, and the command DAPA;

(4) Maintain the Navy Drug Screening Program (NDSP) database to include all command personnel. This database will be updated monthly; and

(5) Will not excuse anyone from random urinalysis testing. Any person requesting to be excused will be immediately reported to NAVPERSCOM (PERS-00EA).

c. Heads of Departments/Special Assistants will:

(1) Assign a department representative to notify the UPC of personnel selected for testing who are mustered present and who are authorized/unauthorized absentees; and

(2) Provide three males and two female petty officers as urinalysis observers when tasked by the command primary and secondary urinalysis coordinators. This observer should be an individual E4 or above whenever possible. Departments will be tasked on a rotating basis.

d. Urinalysis Assistants will:

(1) Be designated in writing by NAVPERSCOM (PERS-00EA); and

(2) Assist the UPC in performance of urinalysis testing.

5. Testing Premise/Conditions. Urinalysis testing and the authority to conduct testing are addressed in reference (a), enclosure (2). Amplifying requirements are listed in this section.

a. Consent. The individual from whom the sample is requested has the right to refuse. All consent urinalysis will be documented in writing using enclosure (1). A consent urinalysis should be requested before seeking a probable cause or command directed urinalysis.

b. Probable Cause. If a Service member declines to provide a urine sample, and there is probable cause to believe the Service member has committed a drug offense and that a urinalysis test will produce evidence of that offense, NAVPERSCOM (PERS-00EA) may order a probable cause test. Consultation with NAVPERSCOM (PERS-00J) is required before requesting a search authorization from NAVPERSCOM (PERS-00EA).

c. Random selection (random selection of individual Service members from the entire BUPERS, Millington/NAVPERSCOM. An identifiable segment includes a department, division, work center, watch section, barracks, all non-rated, all officers, or all personnel who have reported for duty in the past month. To enhance the deterrent value of such testing, testing programs should be designed so that a Service member's chance of selection remains constant throughout the testing period.

d. Unit Sweep (urinalysis testing of an entire unit or selection, random or otherwise of an entire sub-unit or identifiable segment of a command). Examples of a sub unit would include:

- (1) An entire department, division, or watch section;
- (2) All personnel within specific pay grades;
- (3) All newly reporting personnel as they report on board; or
- (4) All personnel who surrender or are apprehended after an unauthorized absence. Unit sweep or sub-unit urinalysis inspection will not be conducted as a subterfuge to search a specific Service member.

e. All personnel who either surrender or are apprehended after an unauthorized absence of not less than 24 hours (e.g., 24 hours, 1 minute) will be tested as a unit sweep. When a Service member is in an unauthorized absence status for more than 24 hours or is turned over to Security by an outside entity with charges possibly pending (civilian/military police) a urinalysis sample will be conducted under sub-unit sweep.

6. Unit Quotas. Each month the command will test a minimum of 15 percent and a maximum of 40 percent of NAVPERSCOM personnel.

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Authorization to exceed testing 40 percent of BUPERS, Millington/NAVPERSCOM requires approval of higher authority as outlined in reference (a).

7. Collection Procedures

a. The UPC will use the Navy Drug Screening Program software to identify testing days and personnel to be tested.

b. On testing days, the UPC will generate a list and distribute it via e-mail. The e-mail will be distributed no later than 0730 hours. Testing will commence at 0800 and end at 1000. The UPC will maintain a master copy of this list for 2 years.

c. The department leading chief petty officers will notify the UPC of any personnel mustered as authorized or unauthorized absentees. Note: An authorized absentee is one who is on leave, temporary additional duty, sick in quarters, or on liberty approved prior to notification of testing. Only NAVPERSCOM (PERS-00EA) can excuse other personnel from participating in the urinalysis test.

d. The UPC will ensure the brief of all urinalysis observers and document this using enclosure (1).

e. The UPC will ensure all collection and shipment procedures outlined in reference (a) are followed.

f. The UPC, urinalysis assistants, and observers will not provide a urinalysis sample in any batch they are collecting or observing. The urinalysis sample provider may not act as an observer for any sample on the same test day.

i. The urinalysis observer will not touch the sample bottle, empty or filled.

j. The UPC and assistants will not allow any samples to be out of their sight unless they are locked in a controlled location.

k. The UPC and assistants will ensure that all jackets, sweaters, Navy working uniform shirt, and watches are removed to ensure accuracy of the test being administered.

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1. The UPC and assistants will ensure members selected for urinalysis are in the prescribed uniform of the day or Navy physical training gear. Civilian clothing is not authorized.

8. Record Retention. The UPC will maintain the ledger, a copy of all messages indicating results, and a copy of the DD 2624 Specimen Custody Document - Drug Testing, for at least 2 years. Upon receipt of a Naval Drug Screening Laboratory message indicating a positive result, the UPC will indicate on the message the individual's name, rate, department, drug tested positive for and testing premise and deliver it to NAVPERSCOM (PERS-00J).

9. Failure to Provide a Sample

a. Any Service member who fails to report to urinalysis testing after having been properly notified of selection for testing will be recorded as an unauthorized absentee and will be subject to disciplinary action. In cases where an individual selected for urinalysis cannot provide the minimum 30ml required, the Service member in question will be required to remain at the collection site area until such time they can provide sufficient urine to meet the 30ml requirement. At no time will Service members be allowed to depart the collection site area until a sufficient urine sample is provided.

b. The UPC or assistant will notify the departments of any personnel remaining at least 1 hour prior to completion of collection.

c. The UPC and assistants are not responsible for tracking down and locating participants beyond notification to the department representative.

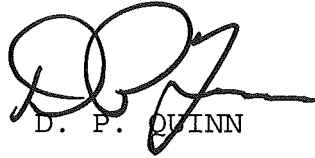
d. Division directors are required to ensure members of their divisions selected for testing report to the collection site during collection hours. If a selected Service member is not available (on leave, temporary additional duty, etc.) then a memorandum justifying the absence must be delivered during collection hours to the UPC. If the memorandum is not delivered during collection hours, then the memorandum must be routed to NAVPERSCOM (PERS-00DEA), via the UPC and NAVPERSCOM (PERS-00J) and must include an explanation as to why it was not submitted

on time. The author of the memorandum must be senior in the chain of command to the absent Service member and approved by the branch head, department leading chief petty officer, or division director.

e. Upon completion of urinalysis testing, the UPC will notify NAVPERSCOM (PERS-00EA), PERS-00DEA), NAVPERSCOM (PERS-00J), and NAVPERSCOM (PERS-00M) of required personnel who fail to participate in the urinalysis testing.

10. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV Manual 5210.1 of November 2007.

11. Form. DD 2624 Specimen Custody Document - Drug Testing (02/98) is available at
<http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>.



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Distribution:
Electronic only, via NAVPERSCOM Web site
<http://www.npc.navy.mil/Audiences/ForInternal>

URINALYSIS OBSERVER BRIEFING SHEET

Your responsibilities as Urinalysis Observer are set forth in OPNAVINST 5350.4D, NAVPERSCOMINST 5350.1 and reemphasized below to ensure every urinalysis sample is provided under the direct observation of a member of the same gender.

1. The observer will:

- Never lose sight of the sample bottle once the member takes possession of the sample bottle;
- Never take possession of the sample bottle;
- Watch the urine leave the body and enter the bottle;
- For male observers, stand at a 90 degree angle;
- For female observers, stand at front of open stall door
- Female observer must observe members transferring urine from wide-mouth bottle into standard urine sample bottle
- Observe member tightening bottle cap; and
- Ensure a minimum 30ml is provided.

Observer Name (Print)

Observer Signature

Date

UPC Signature

Date